



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting submissions for the position of

DEPUTY DIRECTOR OF LABOR RELATIONS

Salary: \$109,950.00 - \$124,885.00 – This position includes a comprehensive benefits package including a Retirement Pension administered by MERS (Municipal Employees Retirement System).

To Apply: Please mail, deliver or email a resume, a cover letter and three (3) references, to the Human Resources Office, 45 Lyon Terrace, Room 106, Bridgeport, CT 06604. Required documents can be emailed directly to COB.JOBS@Bridgeportct.gov.

Submissions must be submitted or postmarked no later than Friday, March 25, 2016.

General Statement of Duties:

This individual is primarily responsible for the investigation, research, preparation and presentation of grievance and disciplinary arbitrations, brief preparations, case settlements, participation in labor contract negotiations, interpretation administering labor contracts and various labor and employee relations projects, such as wage and salary survey/studies, leave requirements, policy development, etc. Works under the supervision of the Director of Labor Relations and Chief Administrative Officer. Assists in the supervision of the office staff, including labor relations, human resources and benefits administration.

Typical tasks or assignments:

Assures that union contract provisions are uniformly and effectively administered. Provides strategic advice and consultation to city officers, managers and supervisors regarding the intent and provisions of collective bargaining agreements, contract administration and grievance resolution, and labor relations issues. Assists in compliance with various personnel and human resource matters. Directs the research and analysis work involved in the planning and implementation of labor relations negotiation, mediation, and arbitration.

Minimum qualification and skill requirements:

- College graduation with Bachelor's degree, Master's or law degree preferred.
- Five or more years of labor or employee relations experience, preferably in a municipal environment.
- Knowledge of employment law and conflict resolution. Experience in creating systems, policies and procedures for employment law implementation.
- Supervisory experience.
- Knowledge of federal and state laws and regulations applicable to public sector employment and collective bargaining.

- Knowledge of management rights, employee rights, representation rights, and unfair labor practices.
- Knowledge of standard negotiating strategies, tactics and impasse procedures; effective administration of grievance procedures.
- Knowledge of discipline and case investigation, presentation and resolution; procedures for administering disciplinary appeals, including arbitration.

Candidates will be subject to a full background investigation including pre-employment medical examination and drug screening.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:
HUMAN RESOURCES ADMINISTRATION
45 LYON TERRACE, ROOM 106
BRIDGEPORT, CT 06604
TELEPHONE: 203-576-7224